

## *Annual Security Response – Emergency Response & Evacuation Procedures*

In the event that there is a significant emergency threat to the health and safety of the students and staff at DCI Career Institute or in the immediate surrounding area, the school will take the following steps to notify the students and staff in the following process:

- 1) The school will announce over the internal PA system or call/text all students and staff that there is an immediate emergency. The following individuals will be responsible for notifying the students and staff:

Randy Howe/Director of Admissions, Peggy Tiderman/Executive Director, Teresa Sinclair Assistant Director, and Darlene Johnson/Business Office. In the event that these individuals are not available, the acting director will be responsible to carry out the communication of the information.

- 2) In the event that an evacuation of the facility is necessary that will be indicated in the communication to the students and staff, and they will also be notified where they should go. In the event of a fire, severe weather, bomb threat, etc. it may become necessary to move people away from one area of the mall or out of the building completely. DCI will be notified with specific instructions from the Mall Security if such a situation arises.

Should there be a need to evacuate the Beaver Valley Mall during business hours; the management company has designated areas outside the mall/building where stores owners, managers, students, and their employees are to report. These designated areas are designed to reduce confusion and to allow businesses to account for all of their students and employees.

Each store/business management should go to the exit nearest their store and immediately proceed to their designated areas. The designated area is posted at the front desk under the counter, and the designated area is in the parking lot out the main entrance doors of DCI and to the right.

Store/business personnel who are not in their businesses when the evacuation order is given should exit the mall/building through the closest available exit and find their way around the perimeter to the property to their businesses assembly point. Similarly, business employees who exit their stores through rear doors in the courtyards should immediately proceed to their business's designated assembly point.

DCI management has a document describing the proper terms for expressing each incident with the proper information regarding the assembly points located at the front desk under the counter.

The number for the **Beaver County Emergency Services Center** is 727-775-1700 or Beaver County Chapter American Red Cross at 724-775-9700.

- 3) Local evacuation routes are specified in the case of a nuclear emergency and will be notified to all students and staff.
- 4) An example of taking shelter for a weather emergency would include the staff proceeding to the hallway between DCI and the main mall passage way or to the restrooms immediately to the left of the main DCI entrance. In the event that the emergency doesn't give the opportunity for students and staff to leave the building, they should take shelter in the restrooms within the school.
- 5) In the event that the emergency is contained within DCI Career Institute, DCI will notify the Mall Security at 724-774-5639, and they will contact the Center Twp. Police for Monaca at 724-774-3329. Contact to these individuals will take place from the following: Randy Howe/Director of Admissions, Peggy Tideman/Executive Director, Teresa Sinclair/Assistant Director, and Darlene Johnson/Business Office.
- 6) These processes will be tested during the semi-annual fire drills and they will be documented to indicate that they have taken place. If it is determined that there is a need to revise the emergency plans, a committee will be established to determine the necessary changes.